

Fred Slayden Post #363  
P.O. Box 122  
Monroe, IA 50170

## Rental Agreement

Date of Rental Event: \_\_\_\_\_ # of guest expected: \_\_\_\_\_

Type of event: \_\_\_\_\_

Time to enter hall: \_\_\_\_\_ Time to exit hall: \_\_\_\_\_

Renter: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt phone: \_\_\_\_\_

### Rental Price

The deposit is due when you secure the hall for rental. The rental fee is due 30 days prior to the event.

The deposit is refundable upon inspection of premises. The renter is responsible for clean up. If a refund is due, it will be sent via mail within 30 days of the event.

Any damages, broken, or missing items will be billed to RENTER at replacement cost(s) and the deposit will not be refunded.

### Hall Rental Fee -

\$25/hour up to 4 hours + \$100 deposit

\$150 full day + \$100 deposit

~Legion members receive rental fee at  $\frac{1}{2}$  price + full deposit price~

## RENTER'S CLEAN UP DUTIES

MUST BE DONE SAME DAY AS EVENT UNLESS OTHERWISE AGREED UPON

### HALL RENTAL

Clear all tables - all remain liquids from cups, bottles, cans and glasses are to be emptied into the sink. Plastic cups and all paper in trash. Return all bottles, cans and glasses to bar area.

Wipe down all tables with clean wet cloths (please furnish your own cloths)

Wipe down hall sink and countertops.

Pick up all paper trash from restrooms and put with hall trash.

Take all trash to the trash containers out back door.

All tables must be put back as originally found.

Empty all items from refrigerator.

All chairs placed on top of tables.

Sweep and mop floor.

## Rental Rules

Smoking is prohibited by Iowa law, absolutely NO SMOKING!

It shall be the responsibility of the RENTER, that no person under 21 years of age be provided with any alcoholic beverage, defined by Law for The United State of Iowa.

Liquor is prohibited by the State of IA and is a violation of Iowa's Liquor Laws. Any violator will be asked to leave the premises at once and substance will be confiscated.

At no time shall open alcoholic containers be taken from the premises.

No decorations may be hung or tacked with nails or hooks from the ceiling, walls or woodwork other than those already provided by the Legion. Nothing is to be removed from the walls.

Small children must be supervised at all times.

All event activities in the hall are to conclude no later than 12:30a.m. unless otherwise approved.

Signature of

Renter: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Legion

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(member of e-board)

Deposit paid: \_\_\_\_\_ Fee paid: \_\_\_\_\_

Mail payment to: Jen Timmins, 9074 W 24<sup>th</sup> St S, Monroe, IA 50170

Make checks payable to: Monroe American Legion - Post 363